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| **TOOL 2.** **PGI in EPOA – checklist and marker** |
| **PURPOSE** | **INTENDED USER** |
| **This checklist assists in analysing whether an EPoA has successfully integrated PGI concerns.** **It also includes a 1-page “Marker” which can be used to track whether drafts of EPoAs improve PGI integration over time.**  | **PMER staff, DM focal points, Regional PGI Staff, and National Societies interested in funding/tracking PGI.** |

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| D:\Users\ekaterina.daummer\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\icon Social inclusion-01.png | **Checklist: Integrating Protection, Gender and Inclusion in Emergency Plans of Action**  |

**PART 1 GUIDANCE**

This document provides a checklist of protection, gender and inclusion (PGI) actions that each Emergency Plan of Action (EPoA) might contain. At the end of this document, you will find a protection, gender and inclusion (PGI) in Emergencies “Marker Tool” which provides a ‘score’ on how well PGI concerns are integrated into an EPoA. It is suggested that you use the checklist and then give the EPOA a score. The marker is one page only, whereas the checklist is longer.

Kindly note that not all guidance in this document is relevant in all contexts, for example an operation may be contained to one or two sectors only, or clusters and interagency response may not be active. The guidance aims to be adaptable to each context. As such this is a best practice guidance, and in your context only a few (even just 1-5) checkboxes may be relevant. Use of this guidance will help increase PGI integration into EPoAs over time, and therefore you should strive to see more and more PGI information in each EPoA.

PGI activities can be both integrated in the work of other sectors (sometimes called “cross-cutting” or “mainstreamed”) or carried out independently (but coordinated) from other sectoral activities (sometimes called” standalone”). This checklist outlines both aspects.

The [IFRC *Minimum Standards for Protection, Gender and Inclusion in Emergencies*](https://media.ifrc.org/ifrc/wp-content/uploads/sites/5/2018/11/Minimum-standards-for-protection-gender-and-inclusion-in-emergencies-LR.pdf) provides practical guidance on how to integrate PGI into each sector (sometimes called “cross-cutting” or “mainstreaming”) and some guidance on how to perform standalone PGI activities (including in coordination with other sectors or agencies). This checklist outlines both aspects.

While many of the “mainstreamed” activities included in the Minimum Standards do not require action by personnel with specialised training; most of the “standalone” activities do. Therefore, in some operations, only mainstreamed activities will feature, especially where there is not a trained protection, gender and inclusion specialist.

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| **DEFINITIONS** |
|  **“Protection”** broadly refers to all activities aimed at obtaining full respect for the rights of the individual in accordance with the letter and the spirit of the relevant bodies of law (i.e. HR law, IHL, refugee law).Simply put, this means protecting people from any harm that may be caused by the context or the humanitarian action itself. | For IFRC operations, protection activities include:* Efforts to ensure access and accessibility for persons with disabilities
* Efforts to prevent and respond to sexual and gender-based violence (SGBV)
* Efforts to ensure children are safe and protected from abuse and harm
* Efforts to reduce the risk of trafficking in human beings, and providing support and guidance for individuals at risk
* Dialogue and discussion with the authorities and other relevant actors to address the root causes and the consequences of violence and abuse, and to ensure access to legal rights in the local context
* Efforts to ensure safe, equitable and continuous access to education
* Efforts to reduce the protection risks for persons on the move, including provision of information, assistance with documentation and ensuring access to safe spaces and basic services
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| **“Gender”, “disability” and “diversity”** are important analyses which demonstrate that not all people affected by an emergency experience it in the same way. Understanding that persons of different sexes, gender identities, ages, disabilities and backgrounds face different obstacles ensures effective and tailored programmes that are based on different people’s needs, risks and capacities.  | For IFRC operations, gender, disability and diversity sensitive activities include:* Conducting a Gender, disability and diversity analysis as a part of the initial assessment
* Dedicated activities to support and coordinate quality programming (e.g. training for volunteers on the Minimum Standards including training on data disaggregation, on identification of people who may need referral, on advocating for people not reached to be reached with assistance).
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| **“Inclusion”** refers to ensuring that the emergency operation reaches all people without discrimination by considering people’s different needs depending on sex, gender, age, disability, language, etc, and then identifying specific activities that can engage the most vulnerable in the design and delivery of the assistance programmes.  | For IFRC operations, inclusion activities include:* Developing participatory approaches within each sector’s response, such as vulnerability and capacity assessments (VCAs) or community engagement and accountability (CEA) methods to ensure meaningful involvement of all sections of the affected population in the design and implementation of the operation
* Planning, monitoring and delivery of sector specific activities based on the agreed conclusions of gender, disability and diversity analysis and needs assessment of the operation
* Activities aimed at raising awareness and understanding of the targeted population on issues related to violence, discrimination, and exclusion, and activities aimed at developing their to address such challenges.
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**PART 2 CHECKLIST**

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| 1. **Situation analysis: What to include?**
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| **Description of the disaster –** ⎕ Details of any key protection services damaged or destroyed⎕ Basic demographic data⎕ Optional: Basic details of most affected population (more data should be in the detailed needs assessment further below) |
| **Summary of the current response -** In this section a **brief description** of National Society and Movement partners’ capacity to address PGI concerns as well as other relevant actors/partners should be included with some of the following details which can be formulated using the following checklist: **Detail of the National Society capacities in PGI** (i.e. relevant previous and ongoing activities/programmes and if there are a dedicated Officer/Focal Point)⎕ National Society does not yet have any PGI experience⎕ National Society has basic[[1]](#footnote-1) PGI experience⎕ National Society has medium[[2]](#footnote-2) level PGI experience⎕ National Society has expert[[3]](#footnote-3) level PGI experience⎕ National Society has conducted PGI rapid assessment during the emergency⎕ **National Society is mainstreaming PGI into relevant sectors (Please check all that apply)**⎕ Shelter ⎕ Water and Sanitation ⎕ Health ⎕ Livelihoods and basic needs ⎕ Migration ⎕ National Society Development⎕ Human Resources ⎕ Legal ⎕ Another sector \_\_\_\_\_⎕ **National Society has conducted recent professional; development for PGI and/or developed systems (Please check all that apply)**⎕ National Society has held training on PGI Minimum Standards⎕ National Society has held training on SGBV⎕ National Society has held training on Child Protection⎕ National Society has established/joined referral pathway for protection related cases⎕ National Society has system in place for checking quality of referral services⎕ **Other Movement Actor has relevant PGI personnel, in-country activities or experience as follows - (please check all that apply)**⎕ IFRC Country Office:⎕ ICRC Country Office: ⎕ Other National Society: [write name of National Society and primary PGI expertise]: \_\_\_\_\_\_\_⎕ **Clusters with relevant PGI experience are active (please check all that apply)**⎕ Protection cluster is active⎕ Gender-based violence sub-cluster or working group is active⎕ Child Protection sub-cluster or working group is active⎕ Mental and Psycho-social support sub-cluster is active⎕ Other relevant cluster:⎕ **Other organisation (Community-based organisations, NGOs, INGOs or UN Agencies) with PGI capacity**⎕ Local NGO (women’s rights groups, child-focused organisations, disabled persons’ organisations, torture and trauma services, migrant resource centres and LGBTIQ+ representative groups) that the NS is linked to or should link to⎕ International Organisation has PGI capacity:⎕ UN Agency has PGI capacity:⎕**Ministry of Women’s and/or /children’s Rights (or equivalent) has PGI capacity (check all that apply)**⎕Please specify:⎕ **Ministry of Health (or equivalent) has PGI capacity (check all that apply):**⎕ Sexual and reproductive health services. ⎕psychosocial support capacity⎕ **Ministry of Social Welfare (or equivalent) has PGI capacity (check all that apply)**⎕Child protection case management. ⎕SGBV case management. ⎕trafficking case management. ⎕Information desks. ⎕National and district level referral pathways⎕ **Ministry of Immigration (or equivalent)** ⎕Please specify:**Needs analysis, targeting, scenario planning and risk assessment -** Within this section, you should see a **more detailed description** o**f immediate and potential needs, capacities, vulnerability factors and protection risks** for persons of different gender identities, ages, disabilities and backgrounds (check all the categories that have been included in the EPoA and are applicable to the context, and note evidence base for such data – whether rapid assessments, VCAs, government data or other organisation’s assessments). **Note that it is not recommended that all this data is always included – the data that is reliably and easily available should be included by the PGI delegate – and this checklist provides a summary of what has been included.**⎕ Data on target group disaggregated by sec and age ⎕% of pregnant women and girls ⎕ estimated # of lactating women and girls. ⎕ estimated or actual # of female headed households ⎕ estimated # of child headed households ⎕ # of unaccompanied and separated children ⎕ data on and rates of child marriage⎕ rates of violence against children ⎕ average household size and composition. ⎕% of persons with a disability ⎕ Known data or rate of SGBV at household or community level ⎕ Official language and number of languages spoken ⎕ Language literacy ⎕ Data on marginalised ethnic groups ⎕ Data on marginalised religious groups ⎕ Data on marginalised caste groups ⎕ Data on marginalised gender and sexual minorities ⎕ Data on other marginalised groups (insert context specific such as returned child soldiers, migrants, sex workers, etc) ⎕ Housing, Land and Property issues⎕ Information on access to justice and country’s rule of law⎕Description of accessibility to essential services ⎕Childhood school enrolments. ⎕ Description of site safety for essential services ⎕ List any barriers to accessing particular groups (for example cultural practices around access to women, to children, or difficultly reaching groups due to stigma such as against sex workers, or against LGBTI people which prevents them from self-identifying as having these attributes) ⎕ Other, please specify (such as other specific protection issues or demographic data of note): ⎕**Justification for how the population targeted within this EPOA has been selected and what groups are considered the most vulnerable (i.e. evidence of need, vulnerability, risk of different groups identified during the needs assessment) based on the needs assessment data available, disaggregated by age, sex and disabilities** ⎕ PGI has been integrated in scenario planning (including mitigation of worst-case scenarios through use of a protection referral pathway) ⎕ Some realistic and specific worst-case scenario protection risks are outlined (such as trafficking, physical violence, inter-communal tension , torture, inhuman, degrading treatment, displacement, restricted mobility for [group in question] , restricted access for [group in question] lack of safety for [group in question] in following [name of geographical areas]) PGI risks have been covered in operation risk assessment (check all that apply)⎕ The risk assessment section clearly addresses the protection lists noted in the section above and identified relevant mitigation scenarios⎕ Referral pathways are addressed (possibly including PSS and other supports available to unaccompanied and separated children; SGBV supports (including in cases of sexual exploitation and abuse)  |
| **B. Operational strategy: What to include?** |
| ⎕ Explain how continuous needs assessment (including taking into account gender, age, disability and diversity-sensitive needs) and analysis are being carried out, including the collection of sex-, age- and disability disaggregated data⎕ Description of efforts to ensure integration of PGI Minimum Standards between sectors⎕ Description of efforts to ensure the participation of women, men, girls and boys of all ages, disabilities and backgrounds in the response, and how the response will be accountable to affected people⎕ Description of how the Minimum Standards will be adhered to throughout the entire operation, including in monitoring and final reporting |
| **C. Detailed Operational Plan: What to include?** |
| The plan for each sector that will be active in the response should include detailed activities from the Minimum Standards for Protection, Gender and Inclusion in Emergencies. These may include including sector-specific PGI assessments, activities, monitoring, and safety measures (both sector specific safety measure, and sexual and gender-based violence and child protection safeguards); or you may see that some of the regular activities for the sector have been modified to clarify how PGI is being implemented in the response. Please see the Minimum Standards on Protection, Gender and Inclusion in Emergencies for a handy reference to the comprehensive list. Some SAMPLES ONLY of how you might see PGI integrated into the activities and budget are provided below. |
| **Shelter**⎕ PGI is integrated in shelter assessments ⎕ Ensure the shelter activities meet the PGI Minimum Standards ⎕ Conduct PGI walk-through assessment of evacuation centres or shelter sites (using Tool 4.5: Minimum Standards for PGI in Emergencies Scorecard) and implement short- and long-term plans based on the assessment outcomes to improve PGI outcomes ⎕ Conduct PGI assessment of temporary shelter sites/evacuation centres/etc⎕ Establish protection referral pathways and training of staff and volunteers on implementation⎕ Establish child-friendly spaces, safe spaces for children, or mother and infant spaces⎕ Procure and plan additional lighting and locks (based on consultation with women, men, girls and boys in the community)⎕ Other:  |
| **Livelihoods and basic needs*****Data collection for needs assessments***⎕ **Gender/Diversity analysis**: Hold Focus Group Discussions (FGDs) with women/girls on household dynamics (gender roles/division of labour between men and women), activities / chores typically conducted by women and girls, control on household production, income and expenditures Hold similar FDGs with other identified groups⎕ Analyse data and take these particularities into consideration when preparing the response options***Food and basic needs assistance (including different types of modalities in-kind, vouchers, cash)***⎕ **Targeting**: Identify specific constraints of vulnerable groups/persons with disabilities in terms of access to distribution sites, security concerns, limited mobility⎕ **Plan and set up distribution sites** taking identified constraints into consideration (home delivery for disabled/elderly/pregnant and lactating women, priority line to reduce waiting time, identification of trusted person, waiting or safe spaces) => Establish a clear SOP on measures to be taken⎕ **Ahead of distribution**: Ensure appropriate and transparent communication about the distribution (date, time, modality, food rations)⎕ Conduct PGI walk through assessment of distribution sites using Tool 4.5: Minimum Standards for PGI in Emergencies Scorecard) and implement short- and long-term plans based on the assessment outcomes to improve PGI outcomes ⎕ **During distribution**: Ensure compliance with SOPs and set up one visible InfoPoint to provide support and deal with specific situations⎕ **Post-Distribution Monitoring**: Ensure questionnaires measure compliance with identified measures and satisfaction of targeted population against these criteria. Make recommendation for improvement. ***Livelihoods programming***⎕ Identify specific constraints and potential discriminations to encourage inclusive access to livelihoods programmes (skills enhancement programmes, access to physical/financial assets, ability to participate in labour-intensive schemes)⎕ Consult with the identified group to tailor solution to their specific needs (childcare, household chores, transport…)⎕ Ensure transparent communication to the entire target groups to ensure these measures are widely known and accepted  |
| **Health**⎕ PGI is integrated in health assessments ⎕ Ensure the health programmes meet the PGI Minimum Standards ⎕ Design and deliver awareness raising activities on sexual and reproductive health, PSS, SGBV or other PGI topics⎕ Training on minimum initial service package (MISP) and delivery of MISP⎕ Training on clinical management of rape (and other sexual violence)⎕ Deliver PSS services for protection issues⎕ Establish referral pathway for SGBV and train staff on its use⎕ Establish of child-friendly spaces, safe spaces for children, or mother and infant spaces⎕ Psychological first aid training⎕ Other:  |
| **Water, sanitation and hygiene**⎕ PGI is integrated in health assessments ⎕ Awareness raising activity on menstrual hygiene management⎕ Consultation with women and girls on menstrual hygiene, procurement and female-volunteer led distribution of these materials⎕ Emphasis on how gender balanced community WASH programmes will be run (i.e. within water committees, maintenance training sessions, etc)⎕ Consultation with persons with disabilities for design and site selection of disability accessible toilets, including using as many of the universal standards as applicable in context⎕ Consultation with persons with disabilities for design and site selection of disability accessible toilets, including using as many of the universal standards as applicable in context⎕ Other:  |
| **Protection, Gender and Inclusion****Needs analysis and population to be assisted –** ⎕ A short description of the anticipated (if at initial assessment stage) or confirmed PGI needs of women, girls, men and boys, considering the needs of people with disabilities and groups marginalised or discriminated against because of their gender, gender identity, age, ethnicity, language, sexuality, religion etc. (which should relate to issues identified in the EPOA’s detailed needs assessment)⎕ PGI programming target population including rationale for selection criteria**Output 1.1: Programmes and operations ensure safe and equitable provision of basic services, considering different needs based on gender, age, disability and other diversity factors.**⎕ Conduct assessment of specific needs, capacities and risks of persons of different gender identities, ages, disabilities and backgrounds ⎕ Use PGI Minimum Standards as a guide to support sectoral teams to include measures to address vulnerabilities, needs and capacities specific to gender, disability and diversity factors ⎕ Support sectors in meeting accessibility standards in infrastructure and environment, information and communications (as per Minimum Standards)⎕ Hold basic ½ day training with IFRC and National Society staff and volunteers ⎕ Support the operation to collect and analyse sex-age and disability-disaggregated data**Output 1.2: Programmes and operations prevent and respond to sexual- and gender-based violence and other forms of violence including against children.**⎕Use PGI Minimum Standards as a guide to support sectoral teams to include measures to mitigate the risk of SGBV and violence against children⎕ Map SGBV and child protection referral pathways and establish an operation-wide SGBV and child protection referral pathway (to health, PSS, protection, legal and case management services)⎕ Include messages on preventing and responding to SGBV and violence against children in all community outreach activities⎕ Hold basic ½ day training with IFRC and National Society staff and volunteers on addressing SGBV and child protection (or integrate a session on addressing SGBV in standard/sectorial trainings)⎕ Requisition and delivery of tailored dignity kits⎕ Provide access to basic services (including reception facilities, RFL, and access to education, health, shelter, and legal services) to unaccompanied and separated children and other children on their own ⎕ Establish accessible safe spaces for children and inclusive community-based child protection activities, including educational ones ⎕ Establish safe spaces for adult men and women⎕ Ensure that volunteers, staff and contractors sign, are screened for, and are briefed code of conduct on child protection policy/guidelines (and keep a record)⎕ Conduct PGI monitoring and incident mapping⎕ Perform capacity building activities with NS on the provision of skills- and values-based education ⎕ Develop information, education and communication initiatives and materials on culture of non-violence and peace (discrimination, violence and exclusion, including SGBV and Child Protection) at the community level and develop individuals’ ability to address them⎕ Support to sectoral teams to include measures to enable protection of, safety in and (continuous) access to education for affected population rehabilitation of education facilities (including water and sanitation), cash transfers to pay educational fees and/or education material, distribution of educational supplies, transportation to/from education facilities)⎕ Establish a system to ensure IFRC and National Society staff and volunteers have signed the Code of Conduct and have received a briefing in this regard⎕ Engage with and seek SGBV prevention and response advice from local women’s associations and organisations representing people with disabilities, and other marginalised groups such as ethnic, religious or linguistic minorities⎕ Create IEC material to raise awareness on topics such as culture of nonviolence and zero tolerance against SGBV, violence against children, discrimination and exclusion**Output 1.3: Advocacy initiatives contribute to preventing and responding to all forms of violence especially SGBV and against children.**⎕ Humanitarian diplomacy and advocacy initiatives to ensure principled humanitarian action that prevents and responds to all forms of violence especially SGBV and against children. ⎕ Engage in dialogue with community leaders, local and national authorities to address risks and issues related to SGBV and child protection, including any messages that can be provided through faith-based networks and schools*\*\* For sample PGI indicators that can be included in the EPOA Monitoring and Evaluation Plan, please see Tool 4.1 Sample PGI Log frame and indicators* |
| **Migration**⎕ Assistance and protection services in the context of migration are provided with a differential approach based on needs of target population by sex, age, disability⎕ Awareness and advocacy work in the context of migration⎕ Differential service in RFL to respond to the needs of unaccompanied children and youth and/or other groups in situation of vulnerability⎕ Other: |
| **Disaster risk reduction**⎕ PGI is integrated in disaster risk reduction assessments and gender, age and disability sensitive adaptation measures are identified and implemented⎕ Early warning systems are designed to provide persons of all gender identities, ages, disabilities and backgrounds with the information they need in a timely manner to enable them to act appropriately in case of a disaster. |
| **Strategies for implementation –** Within this section PGI capacities that will endure and support the National Society, staff and volunteers; and information that will enhance the quality of the response, should be listed such as: ⎕ Support to volunteer safety through prevention or response to harassment and violence⎕ Support to National Society to improve sex, age, and disability diversity of surge response personnel⎕ Enhancement of National Society child protection, SGBV prevention and response, Code of Conduct or PSEA systems and processes⎕ Collaboration with Protection Cluster (and sub-clusters)⎕ Standalone PGI research or assessments⎕ Other:  |

# Annex 1: EPOA PGI 1-page Marker

**Step 1: After reviewing the EPoA against the checklist guidance, you may wish to assess the EPoA using the short checklist below**

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| **Criteria** | **To meet this criterion, the EPoA should meet at least one of the following (per Criteria)** | Score |
| 1.  Protection, gender and inclusion analysis and sex-, age- and disability-disaggregated data | ⎕ Does the EPoA demonstrate analysis of differential needs of persons of all gender identities, ages, abilities and backgrounds in terms of their needs, capacities and vulnerabilities? ⎕ Does the Operation provide a justification of who within these groups will receive the assistance?⎕ Does the EpoA provide sex- and age- and disability-disaggregated data? | ⎕ Yes⎕ No |
| Assessment: |  |
| 2. Adapted assistance | ⎕ Does the EPoA demonstrate that the IFRC Minimum Standards for Protection, Gender and Inclusion in Emergencies will be used to plan and monitor the assistance (including in sectoral plans)? | ⎕ Yes⎕ No |
| Assessment: |  |
| 3. Mitigation of negative effects | ⎕ Are potential negative effects of the Operation analyzed (such as risks to different groups of people based on sex, age, persons with disabilities and diverse groups; risks of sexual and gender-based violence; child protection risks) and are strategies to mitigate such risks identified and budgeted? | ⎕ Yes⎕ No |
| Assessment: |  |
| 4.     Adequate participation of vulnerable and at-risk groups | ⎕ Are there clear mechanisms to consult with, involve and secure ongoing feedback from different groups of people based on sex, age, persons with disabilities?⎕ Do strategies to engage community volunteers and National Society volunteers clearly identify that diverse people (involvement of a diversity of people based on their sex, age, disability) will be recruited? | ⎕ Yes⎕ No |
| Assessment: |  |
| Not Applicable | If none of the above apply, explain why: |  |

**Step 2**

**Based on your ‘Yes’ and ‘No’ answers above, give an overall PGI score. In feedback on the draft EPoA, please comment on the changes that are needed to improve the score, and include details of how the NS, IFRC or supporting partners might support such changes:**

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| **Assessment of project document** | **Final score (please tick)** |
| **The marker is not applicable** | **Non-applicable** |  |
| **The action meets none or only one criterion** | **0** |  |
| **The action meets two or three criteria** | **1** |  |
| **The action meets all four criteria** | **2** |  |

1. There is a PGI Focal Point within the National Society who has received at least one 2-3-day training on gender and diversity/PGI and has demonstrably worked on mainstreaming PGI into at least one of the National Society’s sectors (e.g. health) [↑](#footnote-ref-1)
2. The National Society has a PGI focal point and/or a dedicated staff person on PGI (or a PGI related area such as child protection, SGBV) who has received at least one 2-3 day training on PGI, has mainstreamed PGI in at least two of the National Society’s sectors and understand how to establish/join a referral pathway for protection related cases. [↑](#footnote-ref-2)
3. The National Society has prioritised protection, gender and inclusion during every operation and has the capacity to conduct full case management procedures. Several staff members and volunteers have received multiple trainings on at least two of the following areas: gender and diversity, PGI, SGBV, child protection, disability inclusion, trafficking. At least two staff within the National Society have experience in designing protection related interventions/programs during emergencies and recovery. [↑](#footnote-ref-3)